



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

August 29, 2008

Ms. Vartuhi Kuyumjian, Operations Manager  
A & V Engineering, Inc.  
1155 West Mahalo Place  
Rancho Dominguez, CA 90220

Dear Ms. Kuyumjian:

RE: **FINAL MONITORING VISIT REPORT** for A & V Engineering, Inc. – ET08-0366

<b>Date of the Visit:</b>	08/29/08
<b>Beginning/Ending Time:</b>	11:30 a.m. – 1:00 p.m.
<b>Date of Last Visit:</b>	02/18/08
<b>Visit Location:</b>	Rancho Dominguez
<b>Persons in attendance:</b>	Vartuhi Kuyumjian, Operations Manager Elsa Wadzinski, Contract Analyst, Employment Training Panel
<b>Action Required:</b>	No

## **CONTRACT INFORMATION:**

<b>Term of Agreement:</b>	01/28/08 -01/27/09	<b>Agreement Amount:</b>	\$1,872
<b>Training Start Date:</b>	01/30/08	<b>No. to Retain:</b>	1
<b>Date Training must be Completed:</b>	10/26/08	<b>Range of Hours:</b>	54 – 72
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	72

This is A & V Engineering's second ETP Agreement, and the Start-Up Visit was conducted via conference call. Due to business demand, the size of the contract, and that this was the contractor's second Agreement, the Analyst did not conduct a 30-day visit, but kept in contact with you throughout the term of the contract.

## **FINAL REPORT SUMMARY:**

The Agreement was executed on February 22, 2008 and training began on January 30, 2008. There were no Amendments or Modifications made during the term of this Agreement.

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ETP (04/15/05)

You reported that all ETP training was completed on May 14, 2008, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – January 27, 2009.

**INTERVIEW WITH THE SIGNATORY:**

You advised the Analyst that the 1 (100%) trainee specified on Exhibit A of the Payment Details Chart in the Agreement, completed the minimum number of training hours required (8 hours) for reimbursement and complete the 90-day retention period. This trainee received a total of 64 hours of training. At a reimbursement rate of \$26 per hour A & V Engineering would earn approximately \$1,664 (89%) of the total ETP Agreement amount, assuming all other Agreement requirements are met. You indicated that you have been waiting to submit Progress Payments until you completed the 90-day retention. Technical assistance on the Invoicing process (see Invoices) was provided.

You stated that this training provided you the opportunity to receive Business Skills training that taught you to read and understand Blue Prints better. You commented that this is important in dealing with prospective customers, who are generally engineers, who refer to the Blue Prints as part of your meetings. You added that this training will help you close deals sooner, as you won't have to have someone else review the Blue Print prior to accepting a bid.

In discussing the implementation of the ETP program, you indicated that you did not experience any barriers. When asked about ETP record keeping, you indicated that ETP's websites are user-friendly, and that the project was easy to handle once you learned how to use the ETP tracking system, and added that the ETP staff provided good support throughout the Agreement.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Job Number	Number to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training	Number of Trainees Completed Retention
1	1	1	0	1	1	1

**ATTENDANCE ROSTERTRACKING SYSTEMS:**

The Analyst reviewed attendance records for the Job 1 trainee against the ETP Tracking System. The review of all the Class/Lab Rosters revealed that the Rosters were completed correctly and met ETP requirements; the Agreement curriculum was provided as specified; and you were in compliance with the ratio of one trainer to 20 retrainees specified in the Agreement Training Plan.

**INVOICES:**

You advised the Analyst that you were not sure how to submit Progress Payments, so the Analyst provided technical assistance on how to input Progress Payments 1 and 2, and the Final Payment via the ETP On-Line Forms website.

**AUDIT:**

A & V Engineering will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at [ewadzinski@etp.ca.gov](mailto:ewadzinski@etp.ca.gov) within ten (10) working days from the receipt of this report.

Sincerely,

**Signature on file**

Dolores Kendrick, Manager  
North Hollywood, Regional Office

**Signature on file**

Elsa Wadzinski, Contract Analyst  
North Hollywood, Regional Office

cc: Master File  
Project File

Date report mailed to Contractor 9/17/08